

## STATE OF OREGON JOB ANNOUNCEMENT

**POST CODE: D717**  
**ANNOUNCEMENT NUMBER: LEMT0606**  
**CLASSIFICATION NUMBER: C6751**  
**OPEN: JANUARY 13, 2006**  
**CLOSE: OPEN UNTIL FURTHER NOTICE**  
**LOCATION: BEND**

**GROUP LIFE COORDINATOR 2**  
**(Line Staff)**  
**\$2166 - \$2984 MONTHLY**

### ABOUT THE DEPARTMENT

The Oregon National Guard (ORNG) is constitutionally based in both the Federal and State Constitution and is commanded by the Adjutant General, who is appointed by the Governor. The purpose of the Oregon Military Department (OMD) is to assist and support the Adjutant General in executing his Constitutional duties as Commander of the ORNG. The Adjutant General is statutorily required to command, provide administration, and oversee construction and maintenance of facilities, training camps and areas, and air bases for the Oregon Army and Air National Guard in support of the Governor. The ORNG provides the Governor with a ready force to assist civilian authorities during civil unrest or natural disasters, or responds to the President during national emergencies.

Within this military environment, OMD employees work in a wide range of occupations including armed security, fire fighters, repair/refurbish Department of Defense equipment, support youth activities, operate and maintain over 567 facilities throughout the state, manage major construction projects, and provide expertise in environmental compliance as well as managing the agency's budget and fiscal resources, providing human resource management and payroll activities for State employees, and soldiers and airmen called for State Active Duty.

Our positions mirror the wide variety of skills and knowledge needed to support the ORNG's mission. If you are interested in an opportunity to work in a complex, fast-paced military environment, please consider applying for a position with the OMD.

### GENERAL INFORMATION

- We currently have permanent and limited duration positions open with the Oregon Military Department's Youth Challenge Program located in Bend, Oregon.
- **You do not need to be a member of the Oregon National Guard to apply for this position.**
- This recruitment will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.
- In the GEOGRAPHIC AVAILABILITY section of your PD100 employment application, check only the geographic code where the current vacancy is located. The code for Bend is **09A**.

- This position is represented by the American Federation of State, County and Municipal Employees' (AFSCME) Union.
- **If you are a H.I.R.E. applicant and you are interested in applying for this position, you must submit your State of Oregon application (PD100) and respond to exam questions, if applicable, by the close date of this announcement. If you qualify, you may be contacted for an interview.**

## **TO QUALIFY**

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. **Your background must have given you the knowledge and skills identified in the Duties and Responsibilities section.**

To receive credit, your application form must clearly show:

You must be 21 years of age and have:

- One (1) year of experience observing, evaluating and monitoring human behavior, providing oversight and maintaining discipline in a civilian or military residential/barracks living environment, a school, treatment or corrections environment: **OR**
- One (1) year of experience in a military or quasi-military type/style of troop leadership and/or military experience at the E-3 grade or above as represented on the Certificate of Release or Discharge from Active Duty, DD Form 214.
- NOTE: Must be able to pass a physical fitness standard in accordance with program requirements.
- [Course work in behavioral or social science or closely related field can substitute for up to six \(6\) months of experience. A copy of your transcripts \*\*MUST\*\* be attached to your application to receive credit.](#)
- An equivalent combination of related training and experience.
- Must be able to pass a physical fitness standard in accordance with program requirements.
- Preference may be given to individuals with military experience.

## **AS A CONDITION OF EMPLOYMENT APPLICANT MUST:**

- Must be able to maintain physical fitness standards in accordance with program requirements.
- Pass a criminal background check.
- Required to obtain and maintain a valid Drivers License.
- Required to obtain and maintain a valid Commercial Driver's License Class B with a passenger and airbrake endorsement within 90 days of employment.

- All applicants for, and employees in this classification/position, shall be subject to testing for the use of prohibited drugs. Pass a pre-employment drug screening test.

**IF YOU QUALIFY, SEE TEST section of this announcement.**

## **BENEFITS**

Employment with the Oregon Military Department will afford you a variety of generous benefits.

An attractive, cafeteria-style benefits package which includes:

- Liberal employer contributions toward a variety of medical and dental plans covering employees and dependents.
- Employer paid \$5,000 Basic Life insurance; additional coverage available.
- Long- and short-term disability plans.
- Accidental death and dismemberment plans.
- Long Term Care Insurance.

Retirement benefits:

- Participation in the Oregon Public Service Retirement Plan (OPSRP) with fully paid employer contributions.
- Option to participate in the Oregon Saving Growth Plan, a deferred compensation program offering a wide variety of investment options.

Paid leaves:

- Vacation leave earned at the rate of 8 hours per month. At 5-year increments, accrual rate increases by 2 hours a month.
- Sick leave earned at the rate of 8 hours per month with no maximum accumulation.
- Designated paid holidays.

## **DUTIES AND RESPONSIBILITIES**

The person in this position will perform the following major duties:

Assistant to Platoon Leader for Cadets assigned to a particular platoon living at the OYCP facility. Ensures the safety of Cadets and those duties are performed in a consistent manner, supporting other staff members. Ensures policies, procedures and standards of the YCP program are adhered to. Responsible to support the Cadet's Life Plan, emphasizing the 8 core components in all activities throughout the 22 weeks. March Cadets to and from all

destinations, adhering to D & C standards. "Calls" cadence; physically participates in marching and periodic running with Cadets. Supervise reveille, retreat and PT. This includes all aspects of group living, all recreational activities, both at and away from the facility, active participation with Platoon incentives and evening community service projects. Work with the Platoon Leader on duty when assistance is required. Follow the Plan of the Day. Supervise Cadets and emphasize safety, personal growth, teamwork and general acceptable behavior. Communicate with the Platoon Leaders and Cadre Supervisors about illnesses and doctor recommendations.

Assumes the responsibility of proper Cadet grading and level achievement. Works with cadets defining and attaining weekly goals. Learn and actively participate in Cadet homework sessions. Observe and report any negative behavioral changes to Platoon Leaders and talk with cadets to ascertain reasons for negative behavior changes. Review Cadets daily Job Book. Grade Cadets daily and review grades with cadets. Talk with cadets about positive future plans.

Maintain facility security and supervise building maintenance to be performed by Cadets, to include laundry. Assist in maintaining health and safety standards within the OYC Program. Coordinate with other staff to ensure adequate visual supervision of the cadets at all times for safety and security. Responsible to oversee room inspections and responsible to tag, bag and document any contraband seized.

Primary point of contact for the particular platoon to the Platoon Leaders. Maintain communication with other staff concerning any problem/potential problems with cadets. Discuss any issues identified as group topics or speaker/educational subjects. Read and initial the staff log at the beginning of shift and document any pertinent information in the staff log at the end of shift. Refer issues specific to physical or sexual abuse, or those of a sensitive nature, to the Juvenile Corrections Counselor. Make recommendations to the Platoon Leaders for platoon incentives and awards. Responsible to fill out personal time sheets correctly and turn in bi-monthly.

Coordinate with other staff to ensure that all students are offered adequate opportunities for recreation and exercise. Be able to help in problem solving/conflict resolution in any explosive or aggressive situations or incidents that should arise.

## **WORKING CONDITIONS**

Must be able to work under the following conditions with or without reasonable accommodation.

- Employee is required to maintain a drug/alcohol free workplace in accordance with the 1988 Drug Free Workplace Act, OMD Drug/Alcohol Testing Policy and applicable collective bargaining agreement. Employees are subject to reasonable suspicion drug or alcohol testing in accordance with agency policy
- Occasional lifting and physical exertion is necessary to perform assigned tasks and duties. Occasional exposure to adverse weather and environmental conditions. May be required to work various shifts; days, swing, graveyard, weekends and holidays and subject to overnight travel. Frequently comes in contact with irate Cadets, parents and the general public. May be required to transport Cadets in State-owned vehicles. Must be able to personally "call cadence". Extensive walking, extensive marching with Cadets and periodic running. Position requires being

on your feet and standing for entire 8 hour shifts. Requires average to above average physical conditioning. Must be able to maintain physical fitness standards in accordance with program requirements. As part of the daily requirements both cadets and staff are required to participate in a regimen of exercise and physical training. This may include participating and assisting with a confidence course developed specifically for this program to build confidence in the cadets. Staff must be able to lead and motivate Cadets in achieving course standards and participating in daily formations, group exercises and group runs.

## **THIS IS THE TEST**

### **YOU MUST ANSWER THE FOLLOWING QUESTIONS.**

Use a separate sheet of paper. Write down any work experience (paid or unpaid) and training that you have which is related to each question. Limit your answer to each question to no more than two (2) pages. Be sure that the jobs where you gained the experience which you describe in your answers are listed in the Work History section of your application form. Your grade will be based upon your answers.

If there are several parts to a question, answer each part separately. Number your answers to agree with the question. Attach the answer sheet to your application. Your application will not be accepted if it is incomplete.

1: Describe your work experience in observing, evaluating recording behavior, and maintaining discipline of individuals in a residential, correctional, probation/parole or military setting. Be specific as to the type of individuals you observed and the techniques you used to control angry or agitated individuals.

2: The curriculum at the Youth Challenge consists of 8 Core Components: Academic Excellence, Community Service, Leadership/Followership, Physical Training, Health & Hygiene, Life Coping skills, Responsible Citizenship, & Job Skills. Please describe any experience or involvement you have had in an instructional setting as it relates to any of the above listed 8 Core Components.

3: Describe the work experience or training you have that would insure your success working with "At Risk" youth, who must (a) follow strict military protocols (marching, cadence, physical fitness, etc), (b) participate in academic studies, participate in community service projects and (d) live and work within a team environment.

## **APPLICATIONS**

If you have a disability and need any alternative materials in order to complete the application form (PD100), you may call the Oregon Military Department at (503) 584-3881.

SEND completed application materials to:

Oregon Military Department, AGP (Room 164)  
ATTN: Steve Petit  
PO Box 14350  
Salem, OR 97309-5047

**OR**

FAX your application materials to: (503) 584-3556.

We recommend that applications be submitted as early as possible prior to the close date. OMD cannot be responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**PLEASE NOTE:** Complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required in the "Minimum Qualifications" section, your application will be rejected. Your application will **not** be returned and you may not submit additional information. However, if the recruitment is still open, you may submit a new application which must be received in our office by the close date.

**NOTICE** of results will be sent by mail. Although the agency is not required to delay the selection process, you may request a review of the results. Your request must be received within 10 days from the date of the notice by mailing to: Oregon Military Department, AGP, PO Box 14350, Salem, OR 97309-5047.

**Submit** only the required materials. Resumes, reference letters or work examples should be kept for the interview.

**KEEP** a copy of your application for job interviews. COPIES ARE NOT PROVIDED.

CURRENT JOB OPENINGS and information on application forms are available through:

- Local Oregon Employment Department field offices;
- Most State agency personnel offices; or
- Kiosk sites which are strategically located in public places (such as malls, libraries, grocery stores, etc.) throughout the State (local Employment Department offices can advise Kiosk locations); or
- The State's Jobs Page at: <http://www.oregonjobs.org/>.

THE OREGON MILITARY DEPARTMENT IS COMMITTED TO AFFIRMATIVE ACTION, EQUAL EMPLOYMENT OPPORTUNITY AND WORKPLACE DIVERSITY.